

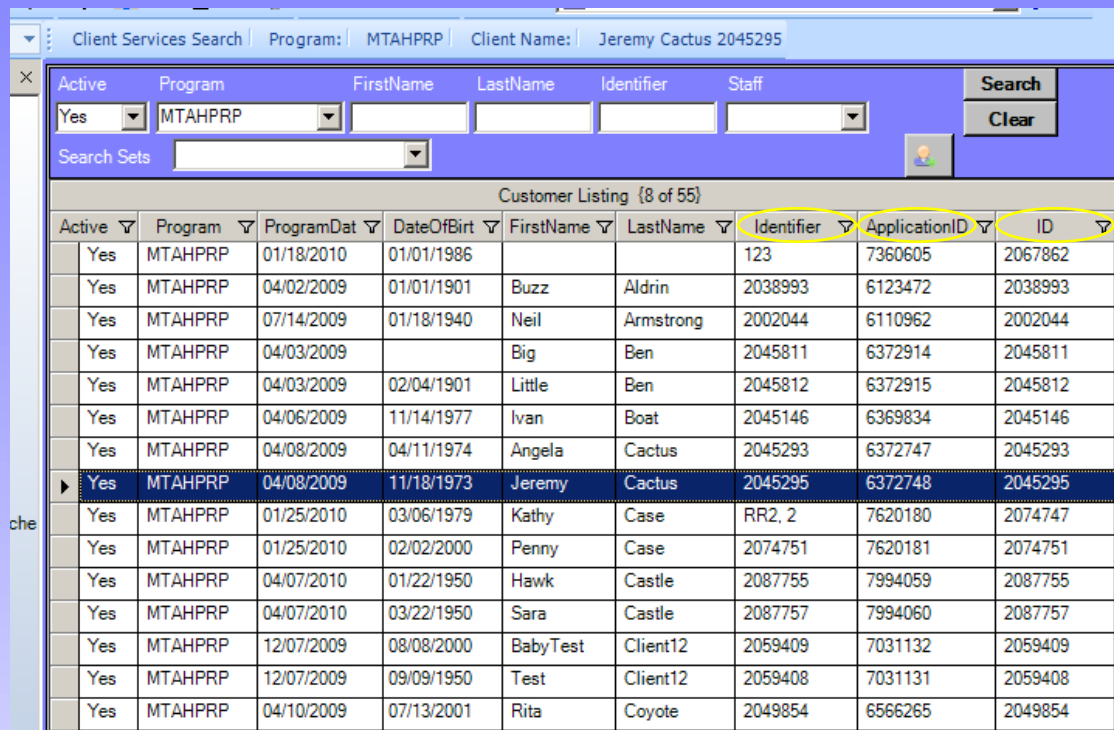
# The Dataset

April 14, 2010

an HMIS user-community newsletter for HPRP Providers

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## Deleting Records: How to Get The Help You Want From Commerce Staff



Active	Program	ProgramDat	DateOfBirt	FirstName	LastName	Identifier	ApplicationID	ID
Yes	MTAHPRP	01/18/2010	01/01/1986			123	7360605	2067862
Yes	MTAHPRP	04/02/2009	01/01/1901	Buzz	Aldrin	2038993	6123472	2038993
Yes	MTAHPRP	07/14/2009	01/18/1940	Neil	Armstrong	2002044	6110962	2002044
Yes	MTAHPRP	04/03/2009		Big	Ben	2045811	6372914	2045811
Yes	MTAHPRP	04/03/2009	02/04/1901	Little	Ben	2045812	6372915	2045812
Yes	MTAHPRP	04/06/2009	11/14/1977	Ivan	Boat	2045146	6369834	2045146
Yes	MTAHPRP	04/08/2009	04/11/1974	Angela	Cactus	2045293	6372747	2045293
Yes	MTAHPRP	04/08/2009	11/18/1973	Jeremy	Cactus	2045295	6372748	2045295
Yes	MTAHPRP	01/25/2010	03/06/1979	Kathy	Case	RR2, 2	7620180	2074747
Yes	MTAHPRP	01/25/2010	02/02/2000	Penny	Case	2074751	7620181	2074751
Yes	MTAHPRP	04/07/2010	01/22/1950	Hawk	Castle	2087755	7994059	2087755
Yes	MTAHPRP	04/07/2010	03/22/1950	Sara	Castle	2087757	7994060	2087757
Yes	MTAHPRP	12/07/2009	08/08/2000	BabyTest	Client12	2059409	7031132	2059409
Yes	MTAHPRP	12/07/2009	09/09/1950	Test	Client12	2059408	7031131	2059408
Yes	MTAHPRP	04/10/2009	07/13/2001	Rita	Coyote	2049854	6566265	2049854

As users across the state become more familiar with HMIS, many are realizing the need to delete the records of ineligible clients that were mistakenly enrolled in programs, or who were entered into the wrong program by accident.

It's important to remember that every client that you have enrolled in a program has 2 records: one in Central Intake (demographic data), and one in Client Services (programmatic data). In most cases, it's not necessary (or desirable) to delete the Central Intake record. Client records in Central Intake appear on very few reports,

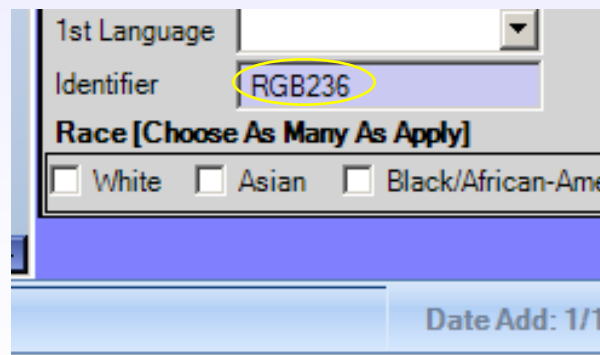
and deleting these records means that someone in your agency may need to reenter this data at a later date if the client becomes eligible for one of your programs.

If you determine that you need to delete Client Services records, it's important that you provide to Commerce staff the **Client ID** (or the **Identifier**, if you assigned one to your client—see article below) as well as the **Application ID**. The Application ID is the unique number assigned to a client's program record, and can be found in the grid on the Client Services Search page. Providing Commerce with these identifying numbers enables us to delete the correct record for the correct client. **Remember that because of State law concerning confidentiality, you may not use a client's name or initials in an email when requesting that records be deleted.**

## DV, Sexual Assault, Other Clients Need Agency Unique Identifier

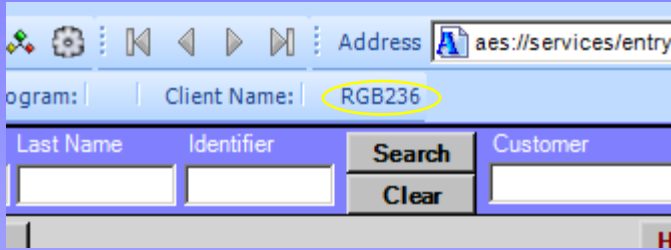
If you serve victims of **domestic violence, sexual assault, dating violence or stalking**, or have clients that refuse consent to enter identifying data into HMIS, you must use the **Identifier (aka Agency Unique Identifier)** field *in place of* first name, last name, and date of birth. This field appears on both the HoH Intake page and the Household Statistics page. An Identifier is a code (it can be alphabetic, numeric, or alphanumeric) that your agency devises that is unique to a particular client. The code may not contain any identifying information. It is this code that allows you to know which record in the database is the client's record when no name has been entered.

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1st Language [dropdown]  
Identifier **RGB236**  
Race [Choose As Many As Apply]  
☐ White ☐ Asian ☐ Black/African-American  
Date Add: 1/1

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The HMIS will display the active client record name *and* Identifier at the top of each page in the system. If you have a client for whom you entered no name, the only way to know whose record you're modifying is by looking at the **Identifier**. The identifiers you create should be kept as part of a list or part of the client hardcopy file so you can always know the identifier for a client that has no name in the HMIS. For more detail regarding this topic, please see the Data Collection Directive sent to all Dept. of

Commerce grantees on April 13, 2010.

## Entry Dates, Exit Dates, and Dates of Service

There has been some confusion about when a client should be entered into the HMIS and what date should be given as the Program Entry date. After you determine that a client is eligible for HPRP, you must enroll the client in the program in HMIS and give a Program Entry Date that is the same date as the intake assessment. You can record this initial service with your client in the HMIS as either 'Outreach and Engagement' or as 'Case Management'.

To record one-time rental or utility arrears in the HMIS, both the Start-Date and End-Date should be the date the financial assistance is approved by your agency.

To record current or first month rent or utility payments in the HMIS, the Start Date should correspond to the first day of the month for which the assistance applies. The End Date should correspond to the last day of the last month for which the assistance applies. Clients should be exited from the program when there is a break in services.

For more detail on these dates see *The Dataset* newsletter dated December 3, 2009 on the Commerce website at [www.commerce.wa.gov/hprp](http://www.commerce.wa.gov/hprp)

## Housing Status Response Should Agree With Prior Residence Answer

At the request of the Department of Commerce, our HMIS vendor recently relabeled a field on the Program Entry page so it was less confusing to system users. Formerly labeled "Prior Living Situation", it is now labeled "Residence Prior to Program Entry". This field is intended to capture your client's housing circumstances at the time they come to your agency for services. The answer to this question should reflect where the client stayed the previous night.

This response is directly related to the answer you choose for the first program entry question 'Housing Status'. For example, if you answered "Literally Homeless" to the Housing Status, your choice for the Prior Residence question needs to be one of the responses that HUD defines as 'Literally Homeless', such as 'Emergency Shelter', 'Place Not Meant for Habitation', 'Jail, Prison, or Juvenile Detention Facility', etc. For more detail on these HUD definitions, see the January 11, 2010 edition of *The Dataset* on the Department of Commerce website.

[www.commerce.wa.gov/hprp](http://www.commerce.wa.gov/hprp)

